



Wednesday, July 28, 2021

SAMPLE MENU

Smith, John
125 Main Street
Essex, MA 01929
(978) 768-7335
essexroom@woodmans.com

Event Date: 1/1/2022
Theme: Wedding
Estimated Guest Count: 150

Dear John,

Thank you for the opportunity to host your wedding. Our family business spans over 100 years and five generations. When it comes to important occasions, we work hands-on with you from start to finish.

We have taken your concerns and requests into consideration as we developed this proposal. We want to assure you that our food and services will meet your high standards. Our professionally trained staff are food-certified, and many have been part of the Woodman family for years or are family members themselves! We are eager to assist you and make your event memorable.

COVID-19 EVENT POLICY

All events are subject to the statewide mandates issued by the Governor. If your event is impacted by COVID-19 restrictions, Woodman's, Inc. agrees to allow decreases to your guest count to meet the current guidelines without penalty. If your event can no longer take place due to COVID-19 restrictions, the event may be postponed within one year without penalty. If you choose to cancel your event, please see our standard cancellation policy detailed within our contract.

Table with 4 columns: Food/Service Items, Price, Qty, Total. Includes items like Custom Sit Down Dinner Menu, Passed Hors d'oeuvres, Grafton Cheddar Cheese Puffs, Tenderloin of Beef "Wimpy Burgers", Hand Wrapped Scallops in Candied Bacon, Lemongrass Thai Chicken, and Served Salad.

Classic Caesar Salad Side *(nut & soy free - contains gluten, dairy & egg)*  
*crisp romaine hearts with creamy house made dressing, fresh Parmesan & seasoned croutons*

Parker House Rolls *with butter*

Choice of Entree *numbers needed in advance*

Baked Stuffed Haddock *with Woodman's signature seasoned crumbs*

or

Grilled Black Angus Sliced Sirloin

*black Angus sirloin high heat seared over an open fire & basted with sweet sherry, rosemary, garlic & soy, sliced and served with Cipollini onions & drizzled with a Cabernet Sauvignon roasted garlic au jus*

Mashed Potatoes

*Yukon gold potatoes, sweet butter, a touch of cream, kosher salt & white pepper*

Honey Braised Baby Carrots

*with honey butter & a hint of dill*

Coffee & Tea Station

A Trilogy of Mini Cupcakes

Ceremony Fee <i>wedding party suite and Essex Room gardens are available to wedding party one and one-half hours prior to ceremony for preparations and photos, additional hour for guest arrival and ceremony*, ceremony seating for guests, rehearsal with coordinator, use of birch arbor, seasonal choice of outdoor center lawn or garden ceremony site, and your guests will be greeted with cookies &amp; lemonade in the summer months and with cider &amp; donuts in the fall months.</i>	1,500.00	1	1,500.00
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Outside Cocktail Hour <i>includes one hour of cocktails &amp; liquor license. Liquor is not included</i>	450.00	1	450.00
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Essex Room Rental - Wedding <i>Your choice of any five hours for exclusive use of The Essex Room, its beautifully manicured grounds, gardens and salt marsh backdrops for your photographs, private wedding suite for use of the wedding party for the duration of the event, expert event consultants to assist with all your planning needs, all professional service staff, culinary team &amp; bartender(s), wedding coordinator, personal attendant for bride &amp; groom, tables, chairs, china, flatware &amp; stemware for dinner service, set-up and breakdown of event, cleaning of the room, standard linen package which includes napkins and floor length linens, cake cutting service and presentation, complimentary menu tasting for the bride &amp; groom upon booking, votive candles to enhance your guest tables, and a celebration greeting for the couple on the marquee are all included in our rental fee.</i>	3,000.00	1	3,000.00
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Hosted Bar + 18% Gratuity

*An event scheduled at Woodman's with a hosted bar will have an 18% gratuity added to the total bar bill, which will be remitted to bartenders. All tabs for hosted bars are to be paid at the conclusion of the event unless otherwise arranged in advance with Woodman's business office. A Major Credit Card must be kept on file for all hosted bars.*

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Payments Made

Food	12,000.00	Subtotal	16,950.00
Room	4,950.00	Taxes	1,186.50
		Total	18,136.50

Important Information:

All weddings include exclusive use of The Essex Room for your choice of 5 hours, all waitstaff, bartender(s), wedding coordinator, tables, gold ballroom chairs, set up & breakdown of the room, standard linen package, your names on our marquee, and cake cutting. Additional time is available, price will be determined by number of staff, and will be confirmed at a menu meeting, along with your menu selections.

If you choose to have an on-site ceremony, the fee will be based on your guest count, and includes one additional hour, ceremony seating & rehearsal with your wedding coordinator. In summer months, we will provide cookies & lemonade, in the fall, cider & donuts for your guests upon arrival. If you would like us to coordinate your off site ceremony, our wedding coordinator will be present at your ceremony & rehearsal for an additional fee plus chair rental.

Outside cocktail hour is available and includes: 1 hour of service with beer, wine & champagne only. This service must be hosted bar, based on consumption and 18% gratuity will be added (inquire about additional fees). All hosted bars require a valid credit card authorization form be held on file. The balance must be paid at the conclusion of the event.

All standard wedding menus include: hors d'oeuvres, your choice of soup or salad, entrée, starch & vegetable & coffee service. Custom menus available upon request.

A completed contract with a deposit of \$3,000 will secure your date, along with a credit card authorization form to be kept on file. 50% of your estimated balance is due payable six months prior to your wedding, 50% of the remaining estimated balance is due three months prior. Final balance is due no later than the Monday before your wedding.

The Essex Room accepts cashier's checks, Visa, Master Card & American Express. Personal checks are not accepted as payment less than 30 days prior to any event.

If you have offered your guests a choice of entree, please mark their place cards with their choice. We also ask that you mark your floor plan with a breakdown of entrée selections at each table. The Essex Room cannot be held responsible for delays in service or guest dissatisfaction due to any oversight. Please make us aware of any potential dietary restrictions or food allergies.

Woodman's of Essex is a licensed provider in the state of MA. All alcohol and bar staff must be provided by Woodman's of Essex. Bar service will be offered for cash unless otherwise arranged with the office in advance. Hosted bar is based on consumption and subject to an 18% gratuity, which is paid directly to the bar staff and due payable at the conclusion of the event. Bar service will conclude no less than thirty minutes before the conclusion of the event. No outside alcohol can be brought into The Essex Room for consumption. The Essex Room has a strict "no shot" policy.

Prepared by: Lauren Muise  
Catering Sales  
978-768-7335